

Support Staff Position Description

Position Description:	CAREERS ASSISTANT & GATEWAY CO-ORDINATOR
Employee's Name:	
Fixed Term Period:	1 February 2021 until 16 December 2021
Hours of Work:	20 hours per week Term-time only including Teacher Only Days Some flexibility may be required
Collective Agreement:	Support Staff in Schools' Collective Agreement
Position Grading:	Grade B

Gateway responsibilities:

- Prepare Gateway forms for pupils for when they first enter into the programme
- Book Gateway courses with various organisations
- Order/purchase Unit Standards for pupils to complete
- Enter all pupil, course and placement data into the Gateway Database, following up about incomplete forms when necessary
- Keep online TEC Electronic Receipting System (ERS) up to date with pupil programme details
- File all forms, invoices, MOUs and course information
- Follow up Gateway pupils to return forms, complete Unit Standards (including re-writes), and remind about upcoming courses, as and when required
- Ensure Gateway Unit Standard results are given to Belinda for reporting with NZQA in a timely manner
- Drive pupils to and from courses, if and when required
- Attend Gateway Co-ordinator events and network with other Gateway staff, as required
- Meet with visiting liaisons from various providers about potential Gateway courses
- Collate information and write up the Gateway End of Year Report

STAR responsibilities:

- Organise and book STAR courses with providers
- Prepare and distribute information for some STAR courses i.e. First Aid Courses
- File course information, invoices and pupil results
- Ensure STAR course results are given to Belinda for reporting with NZQA in a timely manner
- Drive pupils to and from courses, if and when required and update attendance and inform staff
- Meet with visiting liaisons from various providers about potential STAR courses
- Research new STAR courses Middleton pupils may benefit from
- Collate information and write up the STAR End of Year Report

Other Careers Department responsibilities:

- Help organise and run the Middleton Grange School Careers Expo in conjunction with the Course Selection Evening (usually mid-September each year)
- Help organise:
 - Year 8 Careers Day
 - Year 9 Careers Day
 - Year 10 Careers Day's – November/December
 - Senior College Quiz
- Meet with pupils regarding future careers and subject options, as and when required
- Help organise and supervise trips to the Christchurch Careers Expo at Horncastle Arena
- Attend careers events and network with other careers staff, as required
- Email parents about Careers events and information

- Update the Careers At Middleton Facebook page with careers news, events and information
- Keep Gateway, STAR and tertiary provider information in the Careers Room up to date, ordering new brochures when necessary
- Help enter data into Pupil Profiles in KAMAR
- Update departmental brochures, information and other documents
- Collate Year 12/13 leavers data into tables and graphs for the End of Year Report
- Update Leavers' Booklet

Reporting Responsibilities

Responsible to Nicole Bailey, Careers Advisor

Employee _____

On behalf of the Employer: _____
Paul Hartstonge, Business Manager

Date: _____

Date: _____